



CHRO FY2007 TRAINING SCHEDULE

1ST QUARTER

CLICK ON THE TRAINING TITLE FOR MORE INFORMATION

NOVEMBER 13	BRIEFING FOR MLC/IHA SUPERVISORS
NOVEMBER 27-30	CPR FOR MLC/IHA EMPLOYEES
DECEMBER 11	LAD EXAMINATION FOR MLC/IHA EMPLOYEES
DECEMBER 13	NEW EMPLOYEE ORIENTATION FOR USCS ❖ Mandatory for new employees ❖
DECEMBER 19	"THE LEADERSHIP JOURNEY" PARTS 1 & 2

2ND QUARTE

3RD QUARTER

4TH QUARTER

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ALL CLASSES SUBJECT TO CANCELLATION DUE TO LOW ENROLLMENT



IHRO FY2007 TRAINING SCHEDULE



2ND QUARTER

CLICK ON THE TRAINING TITLE FOR MORE INFORMATION

JANUARY 11	NEW EMPLOYEE ORIENTATION FOR MLC/IHA EMPLOYEES
JANUARY 16	"THE LEADERSHIP JOURNEY, PARTS 3 & 4"
JANUARY 24	BRIEFING FOR MLC/IHA SUPERVISORS
JANUARY 25	COMPENSATORY TIME FOR TRAVEL BRIEF
FEBRUARY 6	LAD EXAMINATION FOR MLC/IHA EMPLOYEES
FEBRUARY 8 EMPLOYEES	PERFORMANCE APPRISALS BRIEFING FOR SUPERVISORS OF USCS MANDATORY MANDATORY
FEBRUARY 14	PREVENTION OF SEXUAL HARRASSMENT & ETHICS/PRIVACY ACT
FEBRUARY 15	HEALTH PROMOTIONS FOR MLC/IHA EMPLOYEES
FEBRUARY 20	THE LEADERSHIP JOURNEY, PARTS 5 & 6 MANDATORY MANDATORY
FEBRUARY 26	ENGLISH LANGUAGE COURSE FOR MLC/IHA EMPLOYEES
MARCH 1	SURVIVAL SKILLS FOR MILITARY SUPERVISORS OF USCS EMPLOYEES
MARCH 12-16	CPR FOR MLC/IHA EMPLOYEES
MARCH 20	"THE LEADERSHIP JOURNEY", PARTS 7 & 8
MARCH 21 employees ❄	NEW EMPLOYEE ORIENTATION FOR USCS EMPLOYEES ❄Mandatory for new
MARCH 22	NEW EMPLOYEE ORIENTATION FOR MLC/IHA EMPLOYEES

ALL CLASSES SUBJECT TO CANCELLATION DUE TO LOW ENROLLMENT



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CHRO FY2007 TRAINING SCHEDULE

3RD QUARTER

APRIL 3	LAD EXAMINATION FOR MLC/IHA EMPLOYEES
APRIL 9 - 13	~~PRE RETIREMENT SEMINARS ***Tentative***~~ <u>CLICK ON THE TRAINING TITLE FOR MORE INFORMATION</u>
APRIL 17	"THE LEADERSHIP JOURNEY", PARTS 9 & 10
APRIL 18	MLC BRIEFING FOR US SUPERVISORS
APRIL 19	DRUG-FREE WORKPLACE FOR SUPERVISORS "MANDATORY FOR SUPERVISORS"
APRIL 25	BRIEFING FOR MLC/IHA SUPERVISORS
MAY 10	PREVENTION OF SEXUAL HARRASSMENT
MAY 15	"THE LEADERSHIP JOURNEY", PARTS 11 & 12
JUNE 5	LAD EXAMINATION FOR MLC/IHA EMPLOYEES
JUNE 9	PREVENTION OF SEXUAL HARRASSMENT & ETHICS/PRIVACY ACT
JUNE 19	"THE LEADERSHIP JOURNEY", PARTS 13 & 14
JUNE 20 employees ✱	NEW EMPLOYEE ORIENTATION FOR USCS EMPLOYEES ✱Mandatory for new
JUNE 21	NEW EMPLOYEE ORIENTATION FOR MLC/IHA EMPLOYEES
JUNE 25-29	CPR FOR MLC/IHA EMPLOYEES

ALL CLASSES SUBJECT TO CANCELLATION DUE TO LOW ENROLLMENT

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IHRO FY2007 TRAINING SCHEDULE



4TH QUARTER

CLICK ON THE TRAINING TITLE FOR MORE INFORMATION

JULY 12

FAMILY MEMBER LOCAL EMPLOYMENT ORIENTATION?

JULY 12

RESUMIX TRAINING?

JULY 12

PRIORITY PLACEMENT PROGRAM TRAINING?

JULY 17

"THE LEADERSHIP JOURNEY", PARTS 15 & 16

JULY 18

BRIEFING FOR MLC/IHA EMPLOYEES

AUGUST 7

LAD EXAMINATION FOR MLC/IHA EMPLOYEES

AUGUST 21

"THE LEADERSHIP JOURNEY", PARTS 17 & 18

AUGUST 23

PERFORMANCE APPRAISAL/AWARDS BRIEFING FOR SUPV OF USCS EMPL.

AUGUST 29

NEW EMPLOYEE ORIENTATION FOR USCS EMPLOYEES ✱Mandatory

for new employees ✱

AUGUST 30

NEW EMPLOYEE ORIENTATION FOR MLC/IHA EMPLOYEES

SEPTEMBER 18

"THE LEADERSHIP JOURNEY", PARTS 19 & 20

ALL CLASSES SUBJECT TO CANCELLATION DUE TO LOW ENROLLMENT



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NEXT▶

FAMILY MEMBER LOCAL EMPLOYMENT ORIENTATION

OBJECTIVES: The objectives of this one hour brief are to provide you with a basic understanding of:

❖ Military Spouse Preference & Family Member Preference

❖ Referral Priorities

❖ CHRO Application Procedures

❖ Qualification Requirements

CLASS DATES/TIMES

**EMAIL TO
REGISTER**

July 12, 2007, 0830-0930, CHRO Training Room #102

RESUMIX TRAINING

OBJECTIVES: To give you a basic understanding of:

❖ What Resumix is

❖ How does Resumix work

❖ How to apply

❖ Tips on applying through Resumix

CLASS DATES/TIMES

July 12, 2007, 0930-1030, CHRO Training

**EMAIL TO
REGISTER**

PRIORITY PLACEMENT PROGRAM (PPP) TRAINING

OBJECTIVES: The training will provide the following information:

❖ What the PPP Program "S" means to you

❖ How Military Spouse Preference (MSP) works

❖ How you use MSP

PPP registration procedures

❖ Qualifications

❖ Pay Setting

❖ EO 12721 eligibility

CLASS DATES/TIMES

**EMAIL TO
REGISTER**

July 12, 2007, 1030-1130, CHRO Training Room #102

HOME

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NEW EMPLOYEE ORIENTATION FOR USCS EMPLOYEES



***This training is MANDATORY for all new USCS Employees and
all USCS Employees new to MCAS Iwakuni, Japan***

CLASS SCHEDULE

DECEMBER 13, 2006 CHRO TRAINING ROOM, BUILDING ONE, ROOM 102
1630

SIGN ME
UP

MARCH 21, 2007 CHRO TRAINING ROOM, BUILDING ONE, ROOM 102
1630

SIGN ME
UP

0800 -

JUNE 20, 2007 CHRO TRAINING ROOM, BUILDING ONE, ROOM 102
1630

SIGN ME
UP

0800 -

AUGUST 29, 2007 CHRO TRAINING ROOM, BUILDING ONE, ROOM 102
1630

SIGN ME
UP

0800 -





REQUIRED ANNUAL TRAINING



PREVENTION OF SEXUAL HARRASSMENT (POSH) AND ETHICS/PRIVACY ACT

**Annual POSH AND ETHICS/PRIVACY ACT training is for all
USCS employees.**

Pre-registration is not required.

FY2007 POSH SCHEDULE

FEBRUARY 14, 2007 0900 - 1000 2nd Floor Auditorium, Building One

MAY 10, 2007 0900 - 1000 CHRO Training Room, Building
One, Room 102

FY2006 ETHICS/PRIVACY ACT SCHEDULE

FEBRUARY 14, 2007 1000 - 1130 2nd Floor Auditorium, Building One

MAY 10, 2007 1000 - 1130 CHRO Training Room, Building One, Room
102

DRUG-FREE WORKPLACE TRAINING FOR SUPERVISORS

THIS TRAINING IS MANDATORY FOR ALL NEW SUPERVISORS. ALL SUPERVISORS ARE
REQUIRED TO ATTEND THIS TRAINING EVERY 3 YEARS

WHEN: APRIL 19, 2007, 0830 - 1130

CHRO TRAINING ROOM, BUILDING ONE, ROOM 102



THE LEADERSHIP JOURNEY®

The Leadership Journey® is a supervisory and management training series consisting of 24 courses delivered on video with a facilitator. Each course is broken down into two or three key ideas. These courses teach practical skills, not theory. Whether you are a seasoned supervisor, a new supervisor, or a non-supervisor interested in expanding your knowledge you will learn valuable information that you can apply immediately.

1

The Foundation of Leadership

CHRO will present 2 courses a month for 12 months starting in December 2005. Seating is limited so please make your reservation!
What is the essence of effective leadership?

You will learn:

- The difference between "leadership" and "management"
- A practical definition for successful leadership

2

Do You Know Your Followers?

➤ The "essential" element of leadership
The essential element of leadership is followers!

You will learn:

- The critical nature of knowing your followers
- Five things to know about every follower

Parts 1 & 2, December 19, 2006, Building One.

The single most dangerous leadership myth

Room 102 Time: 0900 - 1100

or

January 16, 2007, Building One

Room 102 Time: 1400 - 1600

3

The Recipe for Earning Respect

Are your efforts at earning respect going no where?

You will learn:

- The three ingredients for successfully earning respect
- How to be consistent

4

Commandments for Leaders

➤ The value of final decisions
Successful leaders practice three absolutes.

You will learn:

- The importance of vision and its impact on organizational destination
- The nature of honesty

➤ How to be an integrity-based leader
Parts 3 & 4, January 16, 2007, Building One.

Room 102 Time: 0900 - 1100

or

February 20, 2007, Building One

Room 102 Time: 1400 - 1600

5

Cardinal Sins of Leadership

Three actions destroy the ability to lead and influence.

You will learn:

- Ways to provide appropriate attention to sensitive issues
- Steps for taking action during difficult times

6

The Power of Empowerment

➤ Keys to controlling emotions, specifically anger
Is your organization really empowered?

You will learn:

- Two types of organizational authority
- Common applications of power in the workplace

Parts 5 & 6, February 20, 2007, Building One.

The Power of Empowerment de

Room 102 Time: 0900 - 1100

or

March 20, 2007, Build

Room 102 Time: 1400 - 1600

Continued....



Six Levels of Empowerment

What is the difference between empowerment and delegation?

You will learn:

- The stumbling blocks associated with empowering a workforce
- The six levels of empowerment



The Essence of Motivation

Managers and supervisors agree the biggest professional challenge they face is motivating their people.

You will learn:

- Two motivational truths
- Two types of motivation
- Three common organizational motivators

Parts 7 & 8, March 20, 2007, Building One,

Room 102 Time: 0900 - 1100

or

April 17, 2007, Building

Room 102 Time: 1400 - 1600



Leading the 'New Breed'

It's a fact - today's employees are a breed apart.

You will learn:

- Who is the 'new breed' of employee
- Three universal characteristics of the 'new breed'
- Practical effects of information, mobility and protection



Addressing the Challenges of Change

There is one constant in today's organizations - change!

You will learn:

- Three valuable characteristics of change
- Two truths concerning change

This Post 10, April 17, 2007, Building One

Room 102 Time: 0900 - 1100

or

May 15, 2007, Building One

Room 102 Time: 1400 - 1600



Evolving Leadership Styles (Part 1)

Styles of leadership have changed - have you?

You will learn:

- Two common leadership approaches
- The organizational impact of autocratic leadership
- Three variations of autocratic leadership



Evolving Leadership Styles (Part 2)

Leadership styles change as employees change.

You will learn:

- What is democratic leadership
- Three necessary aspects of democratic leadership

Parts 11 & 12, May 15, 2007, Building One,

Room 102 Time: 0900 - 1100

or

June 19, 2007, Building One

Room 102 Time: 1400 - 1600

Continued....

13 “Methods for Determining Individual Needs” - The Nature of Human Nature (Part 1)

As a leader, do you often find it difficult to understand the behavior of people around you?

You will learn:

- The cornerstone of all human behavior

14 “The Results of Unsatisfied Needs” - The Nature of Human Nature (Part 2)

Are people working for you or against you?

You will learn:

- Three predictable responses to unsatisfied needs

- Two types of professional

Withdrawal

Parts 13 & 14, June 19, 2007,

Building One,

Room 102 Time: 0900 - 1100

or

July 17, 2007, Building

Room 102 Time: 1400 - 1600

15 “Facing The Fearsome Facts” - The Nature of Human Nature (Part 3)

One of the greatest barriers to professional success is fear.

You will learn:

- How professional fears develop
- How to replace fear with confidence
- The four universal fears and their professional impact

16 Earning the Right to be Heard

Do you have great ideas to share, but no one is listening?

You will learn:

- The impact of communication on leadership success
- Specific barriers to “being heard”
- Five questions you must anticipate

Parts 15 & 16, July 17, 2007,

Building One,

Room 102 Time: 0900 - 1100

or

August 21, 2007, Building One

Room 102 Time: 1400 - 1600

17 Who Wants to be Trusted?

Trust serves as the foundation of all positive human interactions.

You will learn:

- The critical nature of trust in professional relationships
- The key factor in trust
- Five steps to establishing trust among leaders and followers

18 Understanding Human Conflict and Confrontation

As long as there are people, there will be people problems.

You will learn:

- The difference between conflict and confrontation
- Two types of professional confrontation

Parts 17 & 18, August 21, 2007,

Building One,

Room 102 Time: 0900 - 1100

or

Sept. 18, 2007, Building One

Room 102 Time: 1400 - 1600

HOME

Continued....



Practical Steps for Managing Confrontation

If one can predict a crisis, the crisis can be avoided.

You will learn:

- How to prepare for confrontation
- Steps to manage emotions
- Methods to maintain two-way communication



Five Steps to Effective Decision Making

Effective decision making is a key to building a successful leadership foundation.

You will learn:

- How to develop decision making tools
- How to position yourself for decision making success

Parts 19 & 20, Sept. 18, 2007, Building One,
 The critical nature of timing on decisions

Room 102 Time: 0900 - 1100

or

Oct. 16, 2007, Building One

Room 102 Time: 1400 - 1600



Pitfalls of a Losing Attitude

Often it is our attitude that hinders our ability to lead.

You will learn:

- How attitude affects leadership ability
- Gossip - the attitude killer
- Four pitfalls of a losing attitude



Cornerstones of a Winning Attitude

Are winning attitudes born or built?

You will learn:

- The role of a positive attitude in successful leadership
- How to demonstrate professional courage
- Four cornerstones of a winning attitude

Parts 21 & 22, Oct. 16, 2007, Building One

Room 102 Time: 0900 - 1100

or

Nov. 20, 2007, Building One

Room 102 Time: 1400 - 1600



The Secrets of High Achievers

Why do some people consistently outperform others?

You will learn:

- The difference between high achievers and those who are not
- Seven criteria for making effective goals
- Six habits high achievers employ



Fourteen Professional Enhancement Ideas

Do people see you as the leader and the professional you wish to be?

You will learn:

- The importance of professionalism
- How to establish a professional presence

Parts 23 & 24, Nov. 20, 2007, Building One
 The magic of doing more is expected
Room 102 Time: 0900 - 1100

or

Dec. 18, 2007, Building One

Room 102 Time: 1400 - 1600



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USCS SUPERVISORY TRAINING

NEXT▶

COMPENSATORY TIME FOR TRAVEL BRIEF

This 1-1/2 hours brief will familiarize you with the new laws, regulations, policies and procedures in regards to earning compensatory time for official travel.

JANUARY 25, 2007 ~ 1330 - 1500

**CHRO Training Room, Building One,
Room 102**

CLICK HERE to reserve your seat

“Check out” CHRO’s reading library.

**Here are just a few of the
available titles:**



“The Book of Leadership Vision”

“9 Natural Laws of Leadership”

“Managing at the Speed of Change”

**Come to CHRO office, building
one, for these and more....**

PERFORMANCE APPRAISAL/AWARDS BRIEFING FOR SUPERVISORS OF USCS EMPLOYEES

This brief covers establishing a new plan, progress reviews, special close-out ratings, and the final rating of record. The Awards nomination policies and procedures will also be discussed.

February 8, 2007 ~ 1330 - 1530

August 23, 2007 ~ 0930 - 1130

**CHRO Training Room, Building One,
Room 102**

CLICK HERE to reserve your seat



SURVIVAL SKILLS FOR USCS/MILITARY SUPERVISORS

As a military leader, you are already trained in management skills and familiar with basic leadership principles. These include the ability to motivate, as well as to plan , organize, schedule, assign and evaluate the work of military subordinates. These are exactly the same skills the best civilian managers use in leading their own workforce. If you can just incorporate a good working knowledge and understanding of the civilian personnel management system, you're going to find managing a civilian workforce a snap.

And most of the time you will discover that there is no great difference in managing civilian or military personnel. The basics are all there: assign work and expect that it will be accomplished well, direct your workforce in the way that best meets your mission, and expect employees to comply with work rules - it's just all the rest of the stuff that's different.

The degree to which you can comfortable manage within the civil service system could spell the difference between effective and ineffective management.

That means it's your job to:

- Find out what the rules are;
- Learn how they work, and why; and,
- Apply them in a way that promotes good management and efficiency in the work.

This training will give you information in directing employees, time and leave, equal employment opportunity, discipline (adverse actions), performance management, employee development, grievances, and more.

**Press here to
register**

1 March 2007

Coming Soon...

The Supervisor's Role in Human Resources

This is a four day course in the supervision of Department of Navy civil service employees for the military or civilian supervisor. It is appropriate for the new supervisor, potential supervisor or for refresher training for the experienced supervisor. This course is specifically designed to provide a framework of understanding for successfully operating within the framework of the Navy and Civil Service systems. The course is structured to give the supervisor a sound base upon which to build the skills necessary to make the transition to supervision. Balanced coverage is given to provide a broad understanding of the supervisor's role in management, basic supervisory authorities and responsibilities, legal and regulatory requirements, and specific skills needed for success as a supervisor of civil service employees.

Dates: TBA

Please email CHRO if you have suggestions for training courses or

Suggestion Box

We welcome suggestions!